

A video conference Meeting of Hildersham Parish Council using zoom was held on Tuesday 12th May 2020.

The AGM/Election of Chairman had been postponed until later in the year or to May 2021 due to the pandemic.

Those present at the meeting were: Mr Mark Logan, Mr Rob Clay, Mr Darren Long, Peter Cousins, District Councillor & County Councillor Henry Batchelor, one member of the public and the Clerk.

Meeting started at 7.33pm

IN PERSON PARISH MEETINGS HAD BEEN POSTPONED UNTIL THEY COULD BE HELD SAFELY DUE TO THE COVID 19 PANDEMIC

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) came in to force on 4 April.

- This legislation gave video conference meeting the authority to make decisions and function as a legal entity.
- Election of Chairman has been suspended until later in the year or until the 2021 AGM.

1. Apologies – District Councillor John Batchelor and Billie Chapman.

2. Do any Councillors have interests to declare in the items to be discussed during the meeting? Has the Clerk granted any dispensations under section 33 (1) of the Localism Act and the basis is set out under section 33(2)? None were declared.

3. Open Forum for Parishioners to make comments or raise items - no items were raised.

4. The minutes for the meeting on 10th March 2020 were approved and would be signed at some time after the meeting.

5. Report from District Councillor and County Councillor Henry Batchelor – report emailed.

New items not included in the email report were the upgrade to the A14 had been completed 8 months earlier than scheduled. Uttlesford District Council’s plan for a new town near Great Chesterford had been refused by the planning inspector, which would mean they would need to create a new Local Plan to ensure they can supply the required new homes. New Community Capital Fund has been created with a sum of £5 million to be used for projects to enrich communities. It works with matched funding so would not be helpful for a new village hall until the Parish Council had a larger sum of money, possibly when the land project progresses.

News about the parcels of land that the District Council may take forward for the next Local Plan will be made public soon; Mark Logan reminded the meeting that the Council had submitted an application for the South Holding land.

6. Report from District Councillor John Batchelor – emailed report circulated

7. Feedback on actions from the last meetings

- a) Bench for allotment donated by parishioner. Rob Clay had collected the bench and estimated that it would cost £50.00 to repair it; **Darren Long proposed authorising this payment which was seconded by Peter Cousins, with the support of all Councillors.**
- b) The dead beech trees on the triangular piece of land at the junction of Beech Row/A1307 have been reported to the Highway Officer, but there has been no response. **Henry Batchelor** agreed to chase up the Highway Officer again.
- c) Update on moving the 'Slow Down' sign at the brow of the hill before the High St/Balsham Rd crossroads new grazing rights licence. Again, there had been no response from the Highway Dept to enquiries about this. **Henry Batchelor** agreed to chase up the Highway Officer again
- d) Update on requesting intelligent bus stop signs be installed during time work is done at the A1307 junction. **Action Clerk** to chase up a response from the Greatwe Cambridgeshire Partnership Team.

8. Covid 19

- a) Support groups – A group of volunteers has been set up to collect provisions from Abington Store and from the Linton pharmacy twice weekly, as well as a free vegetable delivery service.
- b) A joint village ‘post covid/lockdown’ celebration. Can the council authorise monies to fund this event? **Darren Long proposed the Council help fund to the sum of £300, which was seconded by Rob Clay, with the support of all councillors.**

9. Neighbourhood Plan

- a) Mark Logan and Jean Kelly met Linton Parish Council (LPC) representatives on 17th March and discussed the lack of communication from them and the lack of progress on this plan. Mark Logan was given a document to update with descriptions of Hildersham and to list the different types of housing in the village. Corry Newell then update documents. Once this is completed the documents will go out to consultation.

10. Update from Village Hall Charitable Trust (VHCT)

- a) Update – VHCT received £10,000 from SCDC to help sustain the building during the pandemic when there would be no income.

11 Village maintenance/allotments

- a) **Councillors retrospectively authorise the decision to accept the quote from Mr Baker to repair the fencing on the riverside of the village hall at £398 (includes supplying new posts and straightening out the metal pipes), which was proposed by Rob Clay and seconded by Darren Long, with the support of all Councillors.**
- b) Report on the condition of village assets and deciding who will be responsible for the assets this year: benches, bus shelters, village sign, kiosk, play equipment, Recreation Ground and allotments. The phone kiosk was in good condition, the benches had been re-varnished this year, the bus shelters were cleaned quarterly, the notice board had been re-varnished a couple of years ago and the play area was inspected by RoSPA annually.

- c) Protection of the Green being eroded by vehicles cutting corners by installing oak bollards - **action Mark Logan** to meet with resident/s to identify where the problem was and to advise them bollards were approximately £750/each.
- d) Update on parking problem in Meadowlands- no news.
- e) Disposing of waste that did not fit in allotment skip. **Action: Darren Long** volunteered to take the waste to the skip.
- f) The terms of the allotment agreement have been amended to state that the keeping of poultry or any animals/birds on the allotments is not permitted for all future new allotment holders.
- g) Refund of £32.39 due to Mrs Cutter who paid a year's allotment rental and has since given up both plots.
- h) Village paths have been swept and invoice received - £119.
- i) Village gates in need of repair/new posts - The gates behind the bungalow gates and the gate after the donkey field and a gate on the Abington footpath near A1307. Miss Binney had been made aware that the gates to the donkey field and the gate near the bungalows (Meadowlands) needed fixing. **Action Rob Clay** to look at the Recreation gate and the **Clerk** to check the gate near the A1307.

12. Tree Warden – Carol Sinclair

- a) The oak tree had been planted. There had been concern that the willows planted around the play area were not in the correct location, so they have been removed.
- b) Does the council wish to apply for free trees if they are still available? It was suggested that some trees could be planted around the allotments to create a wind – break, in response to the Children's Church Council request to plant trees.

13. Community Land Trust (CLT)

- a) Update from Tees Law on the council's request that the terms of reference for a Trust/s written up and checked by the Charity Commission. Councillors were thanked for sending their details to the lawyers to help create a Trust document, with them as Trustees. Mark Logan suggested that the Trustees could meet and then appoint the Parish Councillors as agents to manage the allotment and South Holding. **Action: Mark Logan** to check with Teeslaw whether this was appropriate. Mark hopes the Trust document should be ready for the July meeting.
- b) New Communities grants for possible part- funding the building of a new village hall. Discussed earlier in meeting under item 5.

14. Annual Return

- a) **Councillors accept and sign off the financial year figures and the supporting statement, with a proposal from Mark Logan and seconded by Darren Long, which was supported by all Councillors.**
- b) **Councillors formally agreed to submit a certificate of exemption to the External Auditors for the year ending 2019/20 as neither income or expenditure exceeds £25,000 and we fulfil the listed criteria, with a proposal from Mark Logan and seconded by Peter Cousins, which was supported by all Councillors.**
Action Clerk - exemption certificate to be sent to the External Auditor.
- c) The Council can no longer complete the annual governance statement and approve and sign the annual return accounting statements until the internal auditor has done their work and issued a report. Councillors agreed to review/accept the year- end figures and complete the Annual Governance and Accountability Return at the July meeting.
- d) The public inspection period for the audit will run from 15th June – 24th July.

e) The Clerk was still trying to find an new internal auditor to undertake the internal audit from the list supplied by CAPALC.

15. Play area/Recreation Ground

a) RoSPA Report received; what action does the council need to take to make equipment safer? A few medium risk areas were identified in the report, including the climbing frame needing more matting, damage to the swing so a new seat was required – **action Darren Long**. Rob Clay agreed to purchased and install the new surface under the climbing frame; **Councillors unanimously authorised the purchase of the matting up to the value of £150.**

16. Correspondences

- a) Email praising the way the village grassed areas and verges are being so well maintained.
- b) Amendments to the timescales for the Annual Returns completion to the External Auditor.
- c) Ms Binney suggested that Linton and Hildersham Parish Councils work together to get the speed limit on Back Road reduced.

17. Finance

- a) **Councillors authorised the payments and approve the financial statement dated 12.05.20 with a proposed by Darren Long which was seconded by Peter Cousins, with the support of all Councillors**
- b) Update on applying for Billie Chapman to be authorised to sign cheques. Lloyds had been contacted and had said the document needed to be started again, due to amendments that had not be initialled.

18. Items for the next meeting's agenda on 14th July 2020. Trust and year end, Internal Auditors report.

19. Open Forum for Parishioners to make comments or raise items - there were none.

Meeting closed at 8.45pm